

Queenstown BIA Sault Ste. Marie, ON

Board Meeting

496 Queen Street, East, Sault Ste. Marie
Tuesday January 17,, 2016 @ 5:30pm

Attendance: Bryan Hayes, Board Chair; Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer; , Director: Kristi Cistaro, Director; Rory Ring, Director; Angela Romano, Director, Josh Ingram, Manager; David Helwig, Media.

Regrets: Grace Tridico, Recording Secretary, Joseph Bisceglia, Director

1. Call Meeting to Order: 5:32pm

2. Approval of Agenda:

Josh Ingram requests that there be an addition regarding Parking, and that this item be in closed session as there is confidential information from parking authority that needs to be discussed.

That Item 4 and 5 be switched in order.

3. Declaration of Conflicts of Interest: Josh Ingram in regards to item 10.

4. Approval of December 13, 2016 Minutes:

Motion: Rory Ring, Seconded: Kristi Cistaro

5. Managers Report:

-Josh Ingram requests that the manager's report be approved as submitted.

-Frank Gaccione asks for an update on our snow removal employee

- Josh Ingram updates that his main focus is walkways from parking to building, Then walkways and meters.
- Ross Romano provides an update that he met with Susan Hamilton Beach re: Priority of snow removal, and that 20% of removal has now been done. A follow Up will be done regardless January 18th. Ross Romano also discussed the \$97,000 worth of funds for snow removal within council budget, and the positive Effects of moneys allocated.
- Frank Gaccione suggests that perhaps he needs better tools to function ie: snowblower.
- Bryan Hayes suggest this be included as 1 time funding.
- Kristi Cistaro suggests that he may not be able to move a machine that far As well make it through the banks. She also noted how proficient this employee Has been
- Ross Romano has made recommendations that this could be a liability issue.
- Paul Scorniaenchi suggests that membership may be able to house

Motion: To have Ross Romano speak with PWT and legal regarding a higher level of snow maintenance and the liability the BIA could incur.

Moved: Frank Gaccione, Seconded by Paul Schornianchi.

6. Strategic Planning Update

- Rory Ring discusses that strategy is defined by exec. and board., allocate Strategic outcomes to themes that are easily relatable.
- Tie specific outcomes, and to make sure that you can act on them from an Organizational perspective.
- Staff/committee, manager needs to implement the business plan.
- steps: map present situation, external operating environment, process in which to involve the membership, develop what is our future state, develop/prioritize those outcomes.
- Rory Ring then went through the dates made available in the board package document: Strategic Planning Subcommittee Meeting.
- Clarification from Bryan Hayes that the presentation to City Council is add Public awareness.
- Rory Ring will issue a document for board review before the 1st date on gantt Chart.
- Ross Romano discusses the leaps and bounds made by the interim board and

new board, and the dramatic changes the board has shown, and that

The chair can reference the vision statement the interim board set.

-Paul Scorniaenchi proceeded to guide the board through the 'introduction to questionnaire as well as the questions prepared by the Strategic Planning Subcommittee.

-The following changes were suggested:

-Reference the length of time it takes to finish the survey

-Mention that it is anonymous and names will not be identified with results unless A participant wishes to self identify in order to win prizing.

-Split question 2, 4 & 5 into 2a, 2b, 4a, 4b, 5a, 5b, 5c.

-Verbiage was requested to be changed in questions 2, 4, 5 and 6.

-That we be more point black with the structure of some of our questions.

-Manager was requested to identify what could and could not be done regarding Survey Monkey's free software membership ie: including photos, splitting questions, etc.

-Discussion regarding the correct way our levi system is carried out as well As how to articulate to the membership.

-Frank Giaccone stated that we, the BIA will set our budget, correspondence From Peter Liepa (City Tax Collector) affirmed this statement, read out loud:

-From Peter Liepa email correspondence: As per your message the next step in the process is for the Downtown Association to finalize their 2017 budget. Once finalized that amount would then be divided into the total 2017 rateable assessment to come up with a Downtown Rate. That rate is then multiplied against each individual property assessment to determine what their share of the levy is. Our office would do that calculation once you let us know what your budget amount will be.

-Manager was asked to follow up with City Clerk regarding expansion.

-Bryan Hayes questions whether our membership would be able to tell the difference between associate and full membership.

-Ross Romano states that membership would have to consider our bylaws, Additionally there is no definition of associate membership as well as It was added to our bylaws.

-The survey should just ask if we want to expand without caveat.

-To review assessment and finalize dollar amounts.

7. Subcommittee Update

-1 update, Angela Romano has volunteered to chair the communications Committee.

- Paul Scornaienchi has asked for the document to be read allowed.
- Paul Scornaienchi mentions that it would be beneficial to continue Recruiting passively as well to keep an eye out for residence members.

8. Assessment Listings

- Peter Liepa's correspondence was read.
- Assessment listings was deemed open information.
- Ross Romano suggests that we cannot select a random number.
- Josh Ingram states that Frank Giaccone has suggested the number stays the Same, but adjust the columns.
- Frank Giaccone agrees but that the assessment levi's will be adjusted.
- Paul Schornianchi states that the strategic plan could govern the budget, and That the finance committee should approve managers.
- Ross Romano suggests we should attempt to keep our number lower as There are vacancies.
- Bryan Hayes suggest we be absolutely accurate, and we meet timelines.
- Ross Romano states that timing isn't an issue, the issue has more to do with Process, the board will approve, then send it to finance, then to city for final approval.
- Josh Ingram states that a special meeting should be called as the AGM is Set in September.
- Discussion regarding whether audited report or budget needs to be presented.
- Via the municipal act it was confirmed the budget would need to be approved by Membership.
- Discussion on deficit numbers based on the \$35,000 released to the city.
- Bryan Hayes suggests that the \$35,000 is an actual expense.
- Frank Giaccone suggest to put it as an expenditure cost.
- Ross Romano states that the municipality has no mandate regarding when Budgets should be submitted, at some point the format should be in place.
- Josh mentions that we want to make sure that we always have \$20k available For rebate after capital expense.

Motion: To have DTA chair speak with Tax office as well as Clerks office of City of SSM in respect to timelines.

Moved: Ross Romano, Seconded, Frank Giaccone

9. AGM Discussion

- Will work towards March 30th date
- Events subcommittee will work on finding a location

10. Fringe Space Sublet

- Fringe is looking for an ad-hoc box office for the event, a hot desk and Space for filing cabinet.
- Paul Scornaienchi mentions that there may be liability issues and it would Need to be explored.
- A discussion regarding adding a membership question regarding our rental Space in the strategic planning questionnaire was discussed, and eventually Was vetoed.
- Rory Ring suggested looking at rates from associations akin to 'Mill Works' And also believes that DTA should be facilitating these types of organizations Without suffering the DTA as a whole.
- Frank Giaccone suggested we have 'temporary petitions' posted regarding renters.
- To review with insurance and our land-lord regarding allowance of sublease
- To measure and review costing per sqft.

11. Speaker Quotations

Motion: To defer discussion on speaker repair/installation until financials, assessment listing and audit are completed.

12. Financial Update

- Bryan Hayes spoke with the city re: bookkeeping services from the City of SSM. Currently the city does not want to provide the service, and only does for the library board.
- Discussion at the last meeting suggested we look into book keeping services internal, Bryan Hayes suggests that we look at the implication at the finance committee level and report back to the board.
- Bryan Hayes mentions the statement sent from the DTA's bookkeeper and Methodology behind her payment for 2016. Suggest that the board enter into a service agreement with the provider as there is no documentation in writing.
- Year end audit processes. A 7 page document was sent via KPMG, a bulk Of the questions to be handled by management, final page is to be completed By Governance, since Bryan Hayes has not been chair for very long and this document is based on last years history, the finance committee should conclude

the final page of this document as a whole, also that the manager responses be Reviewed.

-Frank Giaccone suggests we review last year's document as a finance committee.

-Josh Ingram suggests due to time that the 2016 document be circulated via Email for a finance subcommittee meeting scheduled Monday Jan 23, 3:15.

.Motion to move into camera Ross Romano, Seconded by Angela Romano

13. Meeting Adjourned: 9:30pm

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